

Vacancy Announcement

Announcement #	438-10115	Position	Pharmacy Inventory Supply Technician		
PayPlan	GS	Series	0661		
TargetGrade	5	Target PD		Pay Range	\$27,990 - \$36,384
Dev Grade	4	Dev PD		Dev Pay Range	\$31,315 - \$40,706
1st Dev Grade		1st Dev PD		1st Dev Pay Range	
Opens	04/01/10	Closes	04/15/10	Openings	1
Tour of Duty, etc	Monday-Friday 7:00 a.m - 3:30 p.m.				
Special Comments	Grade determined by professional standards board. The procedures outlined in AFGE Master Agreement, Article 22, Section 8 will be followed.				
Service	Pharmacy Service				
Section					
Area/Consideration	Open to all U.S. citizens				
Duty Site	Sioux Falls, SD				
Major Duties	<ul style="list-style-type: none"> •Performs all functions related to the accurate packaging and labeling of ward stock items under the direct supervision of a registered pharmacist. Prepackages medications in unit of use form using safe work practice. Fills prescription medication and supply items using OMNICELL, Scriptpro, and Fastpak automated medication dispensing equipment. •Performs computer manipulations that are required to complete the principle duties of the position including replenishment reports •Fills ward stock requests and transport medications from the pharmacy to the nursing units, Omnicells, and ward stock locations as required. •Replenishes supplies/medications and controlled substances in pharmacy fill areas and ward stock locations including Omnicells, ScriptPro, Fastpak and crash carts working from fill documents. Works closely with the Lead Pharmacists, PBM Manager, and procurement technician to maintain appropriate stock levels in all areas and is responsible to changes in utilization or special needs. Maintains proper records of medications and supplies issued to provide data for reports as needed. Completes record keeping and maintains accuracy of inventory. Reports any unusual occurrence or filling discrepancies to a supervisor. Works with the Pharmacoeconomist/Formulary Manager in updating and maintaining the ward stock forms. •Performs all monthly pharmacy medication inspections of pharmacy and patient care areas. •Replenishes emergency crash cart medication trays according to the standardized list in a timely fashion to assure availability Checks and documents all expiration dates for emergency crash cart medication trays when they are replenished and as part of the monthly ward inspections. Documents replenishment of these medications on the appropriate forms. •Conducts general maintenance and housekeeping tasks associated with assigned work area (dusting of shelving and medication containers). Assists with the monthly cleaning and disinfecting of all pharmacy medication refrigerators and freezers •Maintains familiarization with regulations and safe handling requirements governing the handling of poisonous materials, corrosive chemicals, flammable liquids and perishable biological and drugs, and/or hazardous substances. Applies safe handling when using hazardous materials and can reference the Material Safety Data sheets. Places expired medications in appropriate Hazardous Waste Bins, and replaces Hazardous Waste Bins when full. 				

- Reads physician prescription orders and understands the requested drug, strength, dose form, direction, route of administration, physician name, patient name, and social security number.
- Must have a strong sense of personal responsibility and self-direction and be able to assume leadership for technical tasks related to inventory management and controls.
- May be assigned to any areas to perform supervised tasks as determined and assigned by the Pharmacoeconomist/Formulary Manager or pharmacy supervisors.
- Ensures that expired and unusable medications/supplies are removed and secured in a separate area away from the active inventories. Coordinates with Procurement Technician about contracted vendor processing of these items for return to respective manufacturers for replacement and/or credit. The incumbent will assist the Procurement Technician with recalls and insures that the identified drugs are removed from active inventory and prepared for deposition. The incumbent will record expired medications in Telzon as directed which will then be processed by the contractor.
- Inspects ward stock units for appropriate use and labeling of multidose vials and reports any deficiencies to the Inpatient Lead Pharmacist.
- Checks in the medication order on a daily basis and stocks the storage areas accurately. Will be the back up for ordering of medications when the Procurement Technician is gone. Must be familiar with the All-Hazards Cache and perform tasks as directed by the Pharmacoeconomist/Formulary Manager. Assists the Procurement Tech with the yearly Wall-To-Wall inventory. Places updated ROP/ROQ stickers on the shelves quarterly.

Time In Grade

Qualifications

GS-04: Education or Experience. Successful completion of 2 years above high school with courses related to pharmacy or pharmacy technology, or 1 year of general experience that may have included experience in another medical field (licensed practical nurse, laboratory technology, drug or medical supply processing or procurement, medical information technology, etc.) Successful completion of a course for pharmacy technician, medical technicians, hospital corpsmen, medical service specialists, or hospital training obtained in a training program conducted by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision is creditable on a month-for-month basis for general experience. In addition, the candidate must demonstrate the following KSAs:

Demonstrated Knowledge, Skills, and Abilities

KSAO #1. Ability to process and fill prescriptions under supervision.

KSAO #2. Ability to operate and maintain dispensing equipment.

KSAO #3. Ability to operate pharmacy information systems.

KSAO #4. Ability to maintain appropriate files.

GS-5: Education or Experience. Successful completion of a 4-year course of study above high school leading to a bachelor's degree that included at least 24 semester hours of courses related to pharmacy or pharmacy technology; successful completion of pertinent specialized training courses in pharmaceutical and pharmacy services while serving in the Armed Forces is creditable on a month-for-month basis up to the 1 year of experience required for the GS-5 level; or at least 1 year of experience at the next lower level that demonstrates the core competencies (KSAs) described at the GS-4 level. In addition, the candidate must demonstrate the following KSAs:

Demonstrated Knowledge, Skills, and Abilities

KSAO #1. Ability to operate and care for automated dispensing devices and equipment.

KSAO #2. Knowledge of, and ability to perform, aseptic technique.

KSAO #3. Knowledge of basic inventory procedures.

KSAO #4. Knowledge of pharmacy information systems.

Rating Factors

See KSAOs list above under qualifications.

Application Process

Current Sioux Falls VAMC Employees and External Applicants must submit an application package consisting of:

- VA Form 10-2850c, "Application for Associated Health Occupations
- A résumé may also be attached
- OF 306, "Declaration for Federal Employment. You must complete this form to determine your acceptability for Federal employment.
- Copy of latest performance evaluation
- SF-50 "Notification of Personnel Action" - Attention all previous and current Federal Status Eligible Candidates and any Veteran who received a career conditional/career appointment based on the Veteran Employment Opportunity Act (VEOA), must provide their last or most recent appointment/promotion SF-50, 'Notification of Personnel Action' which indicates proof of competitive status.
- Responses to Rating Factor (KSAO) listed above, addressed individually on plain sheet of paper or VA 4676a "Employee Supplemental Qualifications Statement". Failure to provide this information will deem the applicant ineligible for consideration for the position.
- If a veteran: Veterans Preference eligible's, including VRA 30% disabled, must submit a legible copy of ALL DD-214's showing all dates of service as well as character of service (honorable, general, etc.). Note: More than one DD-214 may be needed to show all dates of service. You will be given preference based on the information you submit with your application. Failure to provide this information will deem the applicant.
- Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 with current proof of a service-connected disability. Ten-point preference will only be given when proper documentation is submitted.

Each position that you apply for requires a separate application with the Vacancy Announcement for the position for which you are applying printed clearly on the application.

These forms may be obtained through the Human Resources Office or from www.sioxfalls.va.gov.

Application packages are to be submitted to and received in the VA Medical Center, Human Resources Office, 2501 W. 22nd St., Sioux Falls, SD 57105 not later than the closing date.

For additional information contact Coleen Wright, (605) 333-6852 or Coleen.Wright@va.gov.

WHAT TO EXPECT NEXT: Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

PRE-EMPLOYMENT PHYSICAL EXAMINATION: Position is subject to a pre-employment physical examination. Employment will be contingent upon the results of any required physical.

DRUG TESTING: All applicant(s) tentatively selected for Department of Veterans Affairs (VA) employment in a Testing Designated Position (TDP) are subject to urinalysis to screen for illegal drug use prior to appointment. Applicant(s) who refuse to be tested will be denied employment with VA.

VET PRO CREDENTIALING: Individuals selected for positions that have patient care responsibilities are subject to undergoing an electronic credentialing process called VetPro. As part of this process, it will be necessary for you to submit complete information concerning your professional education, training, experience, licensure and certifications using VetPro. The candidate selected will be provided with further information on how to use VetPro.

ENGLISH LANGUAGE PROFICIENCY: Appointees to direct patient care positions must be proficient in spoken and written English as required by 38 U.S.C. 7402(d) and 7407(d).

EQUAL EMPLOYMENT: Applicants will receive consideration without regard to race, color, sex, religion, partisan political affiliation, national origin, age, physical or mental handicap. This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the agency. A decision for granting reasonable accommodation will be on a case-by-case basis.

SECURITY: Appointments in the Federal Government are subject to a criminal background investigation.

CONDITION OF EMPLOYMENT: Direct Deposit/Electronic Funds Transfer (DD/EFT) has been established for new civilian employees and employees competitively selected for promotions and reassignments. Employees meeting this definition must enroll in DD/EFT or request a waiver of enrollment. Information will be provided when the job offer is made and during in processing.

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